PART 2.0 OVERVIEW OF THE TRIGGER AND AUDIT FILES

2.1   Explanation of the Trigger File Concept

The Trigger File concept is based on a file that is a repository of all caseworkers' actions taken against the SCR. When a worker adds, modifies, deletes or closes a case or participant record, the key identifier(s) of that transaction is/are stored in a file, known as the trigger file. The actions workers take against the SCR need to be forwarded to the FCR. On a nightly or weekly basis, the Trigger File will be processed to generate transactions to be sent to the FCR and update the Audit File. This concept requires that there is code in the SCR that recognizes when a worker takes an action. Section 6.0 of the FCR IGD, "FCR Transaction-Specific Information," and appendix K "SCR/FCR Transactions and Responses" contain a complete list of actions that require a transmission to the FCR.
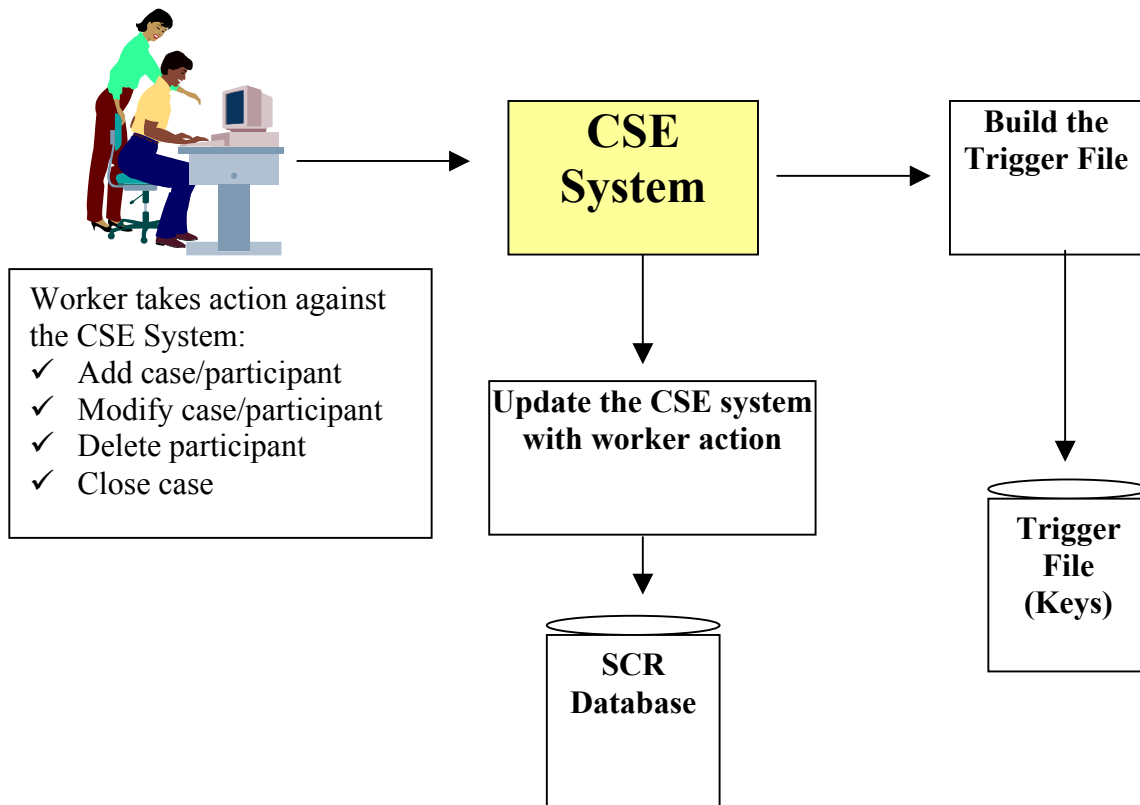
Figure 2-1: Trigger File Concept

Nightly or weekly processing of the Trigger File involves matching the key(s) in the Trigger File to the SCR. The Trigger File maintains the minimum amount of information needed to facilitate navigation and extraction of Case/Participant records. Once the data has been extracted from the SCR, FCR transactions will be built and entries will be added to the Audit File. The use of a Trigger File for extracting information from the SCR minimizes processing, input/output contention, and database access on CSE systems during peak processing time.
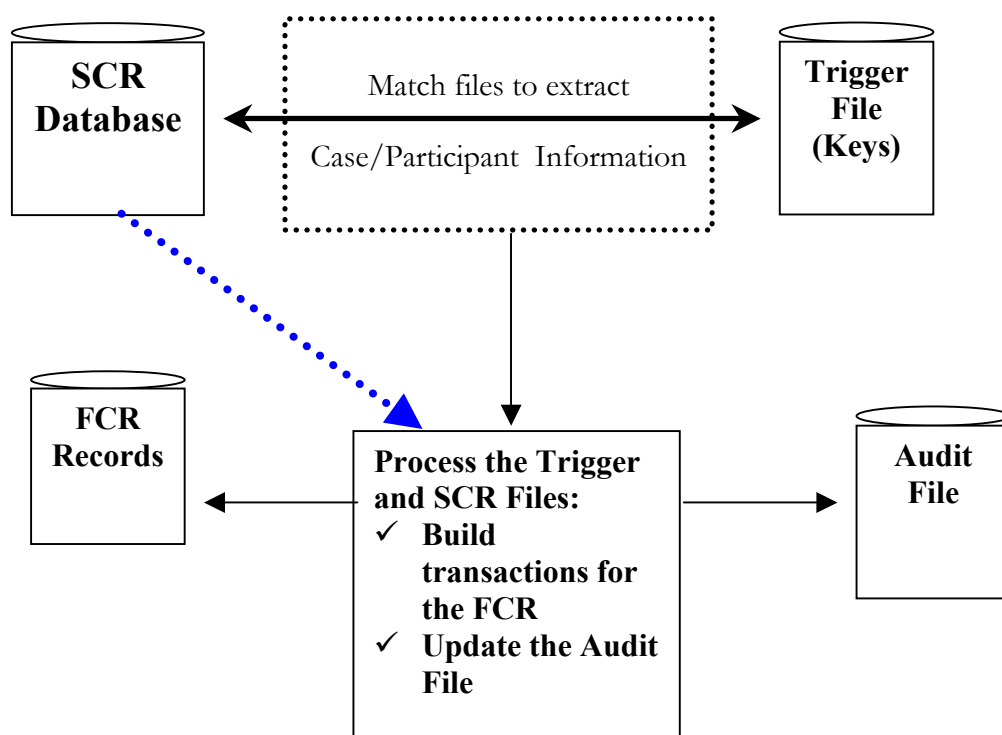
Figure 2-2: Trigger File Processing

The Trigger File concept also requires a minimum of new code to be added to the State CSE program. It may be more feasible to write the FCR transactions directly from the existing programs (see the dashed ···········► arrow above). Each State should determine which option works best for their particular circumstances.

NOTE: In this diagram, the assumption is made that non IV-D orders reside on the SCR. If they do not, a file containing non IV-D information will need to be included. See Figure 2-3 on the next page.
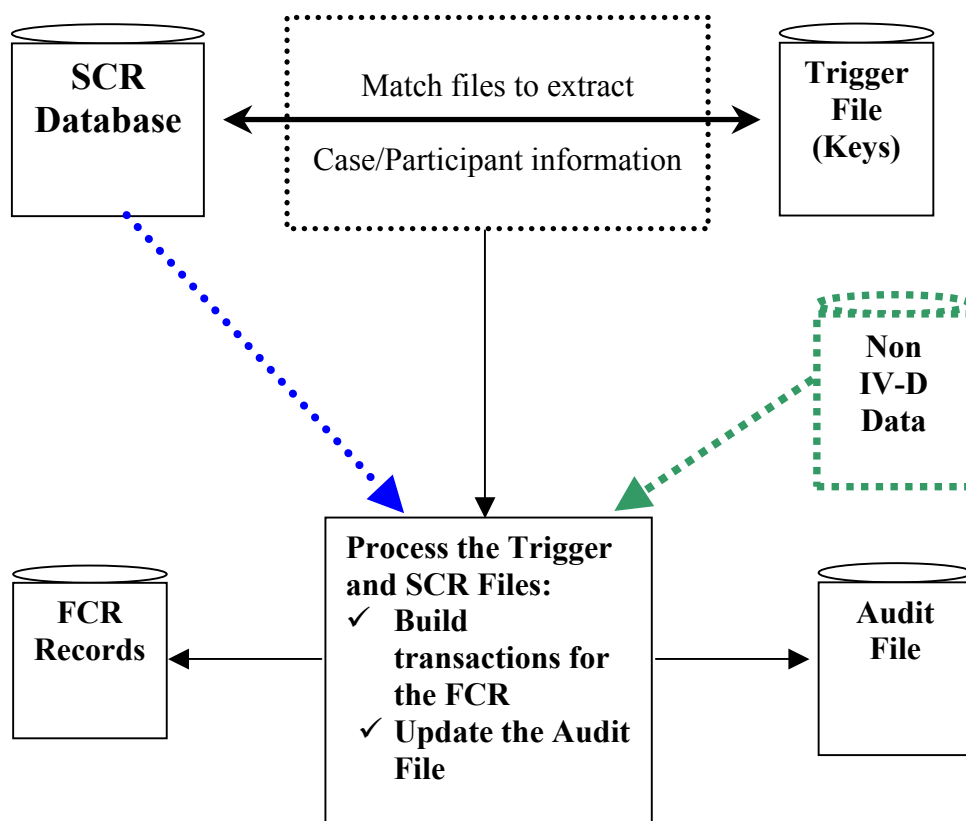
Figure 2-3: Trigger File Processing with Non IV-D Extract File

2.1.1 Trigger File Layout

Field Name	Location /Position	Length	Format	Description
Transaction Type	1-2	2	A	Identify caseworker action taken against a case or participant (add, change, delete, close).
Transaction Key 1	3-17	15	A/N	A unique identifier for the Case record.
Transaction Key 2	18-32	15	A/N	A unique identifier for the Participant record.

NOTE: The combination of Transaction Key 1 and 2 may be needed to create a unique identifier for the Case or Participant record.

2.1.2 Trigger File Transaction Types

Transaction Type: Based upon the caseworker action taken against a case or participant, the following values should be used:

Code	Description
AC	Add Case
CC	Change Case
CN	Change Case Number
DC	Delete Case
AP	Add Participant
CP	Change Participant
DP	Delete Participant
LP	Locate Participant
TL	Terminate Locate

2.1.3 Trigger File Key Structure

Transaction Key(s) are used to navigate the SCR. Two keys are provided, one to access the Case record (Transaction Key 1) and another to access the Participant record (Transaction Key 2). Data elements that populate the key(s) depend on the transaction type. The following list is an example of the keys for the transaction types.

NOTE: For this example, it is assumed that navigating the SCR requires reading the Case record to get to the Participant record. Each State must evaluate its particular circumstances to determine exactly what keys are necessary.

Types	Action	Key to SCR
AC	Add Case	Case Number
CC	Change Case	Case Number
CN	Change Case Number	Old and New Case Numbers
DC	Delete Case	Case Number
AP	Add Participant	Case Number/Member ID
CP	Change Participant	Case Number/Member ID
DP	Delete Participant	Case Number/Member ID
LP	Locate Participant	Case Number/Member ID
TL	Terminate Locate	Case Number/Member ID

2.2   Explanation of the Audit File Concept

The purpose of the Audit File is to track transactions sent to the FCR, reconcile Case/Participant data, and monitor the disposition of records returned to the SCR. The Audit File also may be a source of input to management information reports, and may offer the best method to ensure synchronization between the FCR and SCR.

The Audit File should be a keyed file (preferably VSAM) allowing for multiple alternate keys (these keys will be discussed further in section 2.2.2).   The program that processes the Trigger File not only generates FCR transactions but will also create the Audit File entries. The program that processes the Response File from the FCR will also update the Audit File.
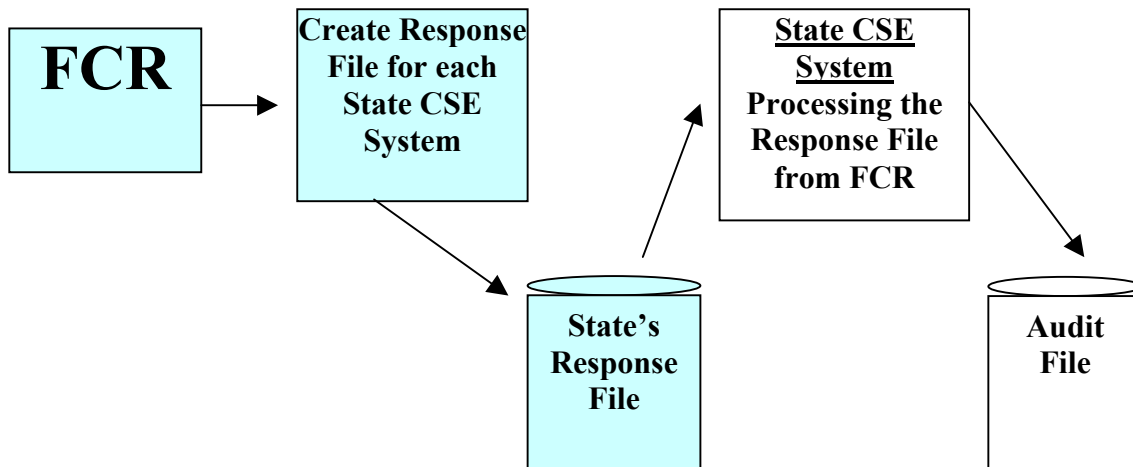
Figure 2-4: Audit File Concept

2.2.1 Audit File Layout

Field Name	Location/ Position	Length	Format	Comments
Transaction Type	1-2	2	A	Same transaction type sent with each transaction sent to FCR.
Action Type	3-3	1	A	Action type code: A – Add C – Change D – Delete
Transaction Key 1	4-18	15	A/N	Same Transaction Key 1 as used by the Trigger File.
Transaction Key 2	19-33	15	A/N	Same Transaction Key 2 as used by the Trigger File.
Sequence Number		5	N	OPTIONAL FIELD – to make keys unique.
Batch Number	34-39	6	A/N	Batch number in the header record that is created by the State and submitted to the FCR. *NOTE:* See Appendix G of the IGD.
Date Transmitted	40-47	8	A/N	Date transaction file was transmitted to the FCR.
Date of Response	48-55	8	A/N	Date response was received from the FCR
FCR Response Code	56	1	A	This is the disposition for the record as it was received from the FCR. The values for this code are: A – Accepted with no error R – Rejected W – Accepted with warning P – Pending verification

2.2.2 Audit File Key Structure

One purpose of the Audit File is to reconcile responses from the FCR to transactions submitted to the FCR. The use of a primary and secondary key should be used to facilitate that function. The explanations for the primary and secondary keys are as follows:

Primary Key - The primary key is used to navigate the Audit File. It is built during Trigger File processing to indicate the record has been sent to the FCR. The key is also created when processing the FCR Response File to update the FCR Response Code. The key is the concatenation of the following data elements:

Transaction Type + Action Type + Transaction Key 1 + Transaction Key 2 + Batch Number

This key can be constructed from the data elements being returned from the FCR detail records.

NOTE: When records are returned with an acknowledgment code of "HOLDS," it is translated to "P" for pending. Records are in pending status while the Social Security Administration (SSA) attempts to identify/verify an SSN for an individual. Records are returned in a separate transmission once an SSN is identified, verified, declared invalid, or cannot be identified. Records in the FCR response file have a batch number header record assigned for identification purposes. *Please refer to the FCR IGD Appendix H, "FCR Output Transaction Layouts", for more information on this format.*

Secondary Key - The secondary key may be used to reconcile the Audit File to the FCR and ensure every case/participant record has been extracted and added to the FCR. This key consists of the following elements:

Transaction Type + Transaction Key 1 + Transaction Key 2

The Audit File must allow for duplicate secondary keys when case and participants have been updated multiple times. The secondary key is also used to reconcile the SCR and Audit File to ensure "ADD" transactions for case and participants have been transmitted to the FCR. If the system does not allow for a duplicate key, a unique sequence number can concatenated to the secondary key. The secondary key would be:

Transaction Type + Transaction Key 1 + Transaction Key 2 + Sequence Number

NOTE: If assistance is needed with the use of the secondary key, please see Appendix A, "Assistance Contacts."